



DEPARTMENT OF PLANNING

ADDRESS CHANGE SUBMITTAL REQUIREMENTS

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Address Change is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Address Change application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Address Change.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.

JUSTIFICATION LETTER: A detailed letter that explains the request for the address change or additional addresses or suite numbers. The property owner or his/her representative must sign the justification letter.

SITE PLAN: (2 folded copies no larger than 24" x 36") Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures to be addressed, adjacent streets, ingress/egress features, parking spaces, vicinity map, current addresses, and existing tenant names. The site plan must also include a scale, north arrow, and property dimensions.

FLOOR PLAN: (2 folded copies no larger than 24" x 36") Draw to scale and make legible: all rooms and/or spaces contained within the building(s) on the site. Floor plans must include all entrances/exits, tenant names, room dimensions, use of rooms, and existing address/suite numbering. The floor plan must also include a scale, north arrow, and building dimensions.

ADDRESS ASSIGNMENTS: All structures within the Las Vegas city limits are assigned street addresses in accordance with the Title 19.04.050 of the Unified Development Code. Property owners do not have vested rights to street names, address numbers, or suite numbers even if a street address has been used for many years. The City of Las Vegas will notify the affected public and utility agencies if an address change has occurred.

FEE: \$100.00 plus the fee required by the Building and Safety Department to alter historical records. (See below)

BUILDING DEPARTMENT FEE: If an address change is requested by the applicant or owner after building permits have been issued, a \$69.00 Administrative Processing Fee will be charged per address.